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AUTHOR Tarapata, Peter  
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### ABSTRACT

This document incorporates the findings of a project initiated to find solutions to the problems of planning, designing, constructing, and utilizing facilities to house career education on the part of educational administrators. Traditional solutions, continually increasing costs, and the need for greater emphasis on the learning environment provided the impetus for focusing attention on the options for local determination with minimum emphasis on regulating procedures. Project findings reveal that the design of new flexible facilities for career education requires space management--matching students' learning needs (curriculum) with the things of learning (space, tools, aids), placing them within a time frame (schedule), and doing this all within an allotted budget. Suggestions and building designs are offered for flexible facilities into which an almost infinite variety of settings can be placed that include delivery of the services necessary for facility operation without destroying the universal quality of the space.  
(Author/MLF)

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SPACES FOR  
CAREER PREPARATION

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Department of Health, Education  
& Welfare for the collection,  
development, dissemination,  
and application of research  
and information on the  
educational process.

# PLANNING FOR CHANGE

by Peter Tarapata

MICHIGAN CAREER EDUCATION FACILITIES PROJECT

05 645



Author **PETER TARAPATA, FAIA**, is a principal in the firm of Tarapata MacMahon Paulsen Corporation, Bloomfield Hills, Michigan. He holds a Master of Architecture in Architectural Design from the University of Michigan, and is also a graduate from the College of Civil Engineering, Michigan State University. In addition to being a Fellow in the American Institute of Architects, Mr. Tarapata is the recipient of many design and architectural merit awards.

Additional copies of this publication, or others in the series of documents on Sapces for Career Preparation, may be obtained from:

Council of Educational Facility Planners, Int'l.  
29 West Woodruff Avenue  
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## ACKNOWLEDGMENTS

In January of 1972, The Continuing Education Service, Michigan State University, initiated a research project to become known as the Michigan Career Education Facilities Project. Funding for the Project was made available by the Vocational Education and Career Development Service, Department of Education, State of Michigan.

The relative newness of the Career Education Movement and the recognized need for planning, designing, constructing and utilizing facilities to house Career Education on the part of the educational administrators, facility planners and designers was evident. Traditional solutions, continually increasing costs and the need for greater emphasis on the learning environment prompted the State Educational Agency to give maximum attention to the options for local determination with minimum emphasis on regulating procedures. Hopefully, they will find this series of documents viable tools in their efforts.

The Committee on Architecture for Education, American Institute of Architects, reviewed the Project in its early stage and designated Les Tincknell of Wigen, Tincknell and Associates, Inc., Saginaw, Michigan, as its representative and liaison to the project.

C. Theodore Larson, Professor Emeritus, School of Architecture and Design, University of Michigan, was designated as an architect-educator advisor to the project.

A *first* step resulted in the designation of an Advisory Committee to assist in the development and evaluation of the project. Members included:

William Chase, Program Officer  
U.S. Office of Education  
National Center for  
Educational Technology  
Washington, D.C.

Richard Featherstone, Professor  
Administration and Higher Education  
College of Education  
Michigan State University  
East Lansing, Michigan

Dwayne Gardner, Executive Director  
Council of Educational Facility  
Planners, International  
Columbus, Ohio

Ben Graves, Project Director  
Educational Facilities Laboratories, Inc.  
Chicago, Illinois

Milton Miller, Director  
Educational Facilities Planning  
Grand Rapids Board of Education  
Grand Rapids, Michigan

Donald Leu, Dean  
School of Education  
San Jose State College  
San Jose, California

The *second* step involved the appointment of an architectural-planning team whose primary responsibility was to study the recognized needs and propose options for solving local career

facility problems. The team included :

William E. Blurock  
William Blurock and Partners  
Corona Del Mar, California

C. William Brubaker  
Perkins & Will Architects, Inc.  
Chicago, Illinois

Stan Leggett  
Stanton Leggett and Associates, Inc.  
Chicago, Illinois

Linn Smith  
Linn Smith, Demiene, Adams, Inc.  
Birmingham, Michigan

Peter Tarapata  
Tarapata-MacMahon-Paulsen Corporation  
Bloomfield Hills, Michigan

The *third* and *final* step in the Project involved the final editing, publication and dissemination of the project findings. This is one of a series of five publications to be released to educators, planners and architects. The series include:

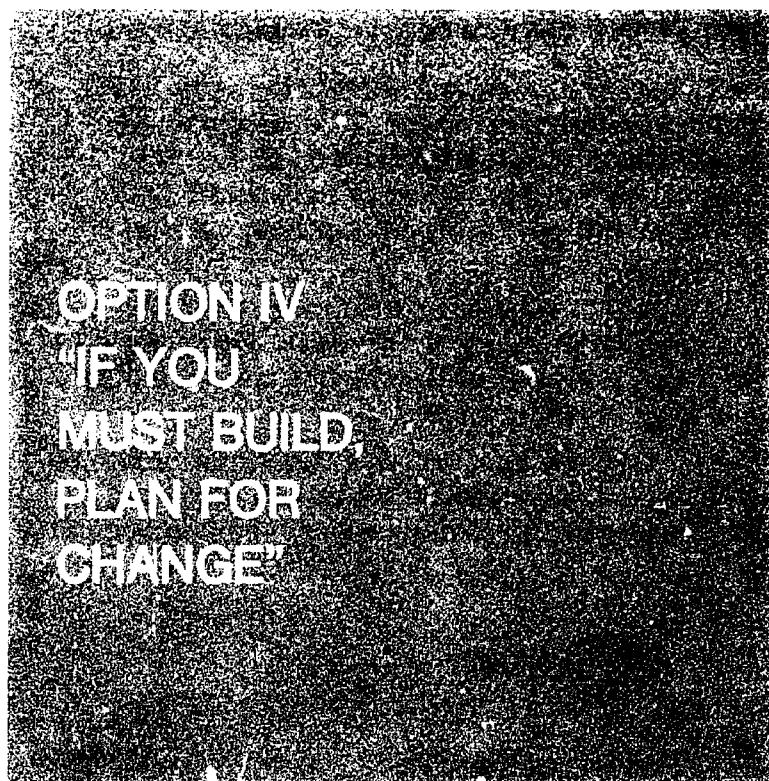
- Document 1 Objectives and Options by William E. Blurock
- Document 2 The Process of Planning by Stanton Leggett
- Document 3 Facility Options by C. William Brubaker
- Document 4 Planning for Change by Peter Tarapata
- Document 5 Construction Options by Linn Smith

Special acknowledgment is due Robert Pangman, State of Michigan, Department of Education, for his assistance and guidance throughout this project; to William Weisgerber, State of Michigan, Department of Education, and to Casmer Heilman, College of Education, Michigan State University, for their assistance in critiquing and editing these documents; to the Michigan Middle Cities Education Association for their review and critique of the five documents; and to the Council of Educational Facility Planners, International for the printing and dissemination of the publications.

Project Co-Directors:

Floyd G. Parker, Director  
Program and Staff Development  
The Continuing Education Service  
Michigan State University

Robert Paullin  
Occupational Specialist  
Division of Vocational Education  
Department of Education  
State of Michigan



Earlier discussion in this series dealt with the option of utilizing existing facilities in the community for career preparation. This section devotes itself to dealing with the question of what to do if such facilities are unavailable or inadequate and it becomes necessary to build new facilities.

#### 1. *Programming for Change*

A truism of modern school planning is that whatever is initially programmed to fit into a school facility is likely to be changed, not once, but many times over.

Witness the changes that evolution in teaching methods, subject emphasis and technology have wrought in our schools since World War II.

Circumstances outside the school—the changing social patterns and life styles, the great growth of new knowledge, have accelerated change in what we teach and how we teach. Facilities have had to be adjusted constantly to meet new educational challenges.

The problem facing the facilities planner is to understand how to control the demands of change and how to rationally accommodate them.

#### 2. *The Concept of Space Management*

If *change* has become such an ever-increasing reality in the operation of a school facility, why not *accept it as a constant* and organize ourselves to live with it.

Change, as it affects physical facilities, can be controlled through a process known as *space management*. It is the art and/or science of matching people, time and money to most effectively use available space. In a school, it is the process of matching students' learning needs (curriculum) with the things of learning (space, tools, aids), placing them within a time frame (schedule) and doing so within an allotted budget.

More specifically, the process can be closely related to the individual student's needs. As each student's course or study is programmed, space would be allotted and scheduled for him (in which to work or with a group). His space-time slot would be an accountable item, fitted into the space management master schedule. Should special or unique facilities be needed, they could be anticipated and secured as required. At a certain time, a specific space would be made available for a specific activity for a given amount of time. As the task is done, the space would be recycled or reconstituted for another activity.

The concept of space management is not a new one. Plant managers in industry have for years re-



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More specifically, the process can be closely attuned to the individual student's needs. As each student's course of study is programmed, space would be allotted and scheduled for him (in which to work alone or with a group). His space-time slot would become an accountable item, fitted into the space manager's master schedule. Should special or unique facilities be needed, they could be anticipated and set up as required. At a certain time, a specific space would be made available for a specific activity for a given length of time. As the task is done, the space would be recycled or reconstituted for another activity.

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facilities to accommodate new processes or to improve efficiency.

Management of space can be extended to all space within a school complex, both old and new. All space would be inventoried for its suitability as learning space. This could include on and off-campus space. With this information on hand, the space manager would then be in an excellent position to imaginatively and effectively utilize his space resources.

Space management as applied to schools is a new field and will require the development and training of personnel who will be cognizant of the techniques of space manipulation. They will need to know the space requirements of the various tasks to be accommodated, have a knowledge of the manipulable elements at their disposal and an appreciation of the costs involved in such changes.

Gaming and simulation through the use of physical scale models is an excellent method for studying and evaluating the effect of changes. Models are highly tangible tools which allow planners to project themselves into proposed space situations. With models, they can experiment and test new strategies for optimum use of facilities.

Developing new space to accommodate dynamic space management implies a structure which goes beyond what was once called flexible planning, as epitomized in the movable partition. What is implied is, indeed, a truly unencumbered "universal" space, one into which an almost infinite variety of settings can be placed. Implied also, is the need to devise a means for delivery of the services necessary to the operation of the facility without destroying the universal quality of the space. Exploring how this can be accomplished is the subject of the following chapter.

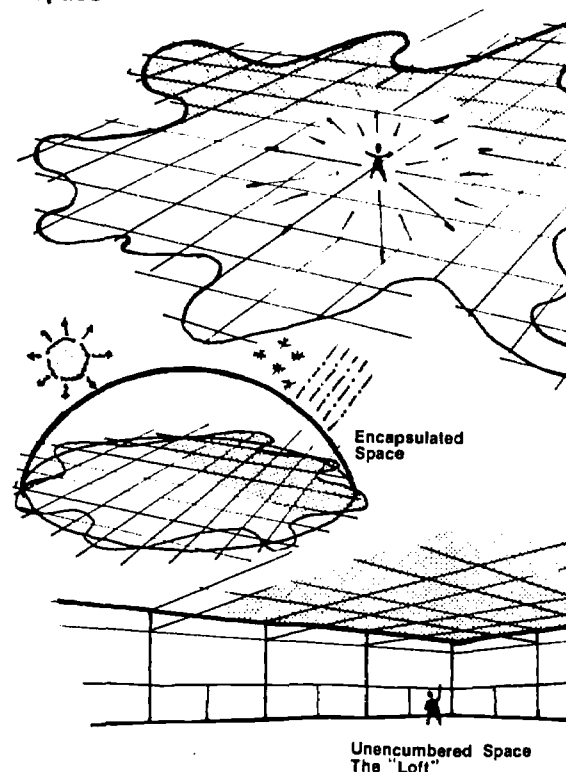
## HOW TO DEVELOP SPACE TO BE MANIPULATED

The easiest space to manipulate, of course, is totally unencumbered space. This idea, however, quickly becomes inhibited as soon as we attempt to encapsulate the space to serve the needs of human habitation of providing *shelter*, *services*.

This, we soon realize, is but a minor restriction. We recognize that most of our needs for space are in the horizontal plane and that vertically, we need only relatively modest heights.

If we try to visualize a tractable "universe" within which we can freely set up and serve our micro-environments, we quickly come up against the problem of space.

### Space





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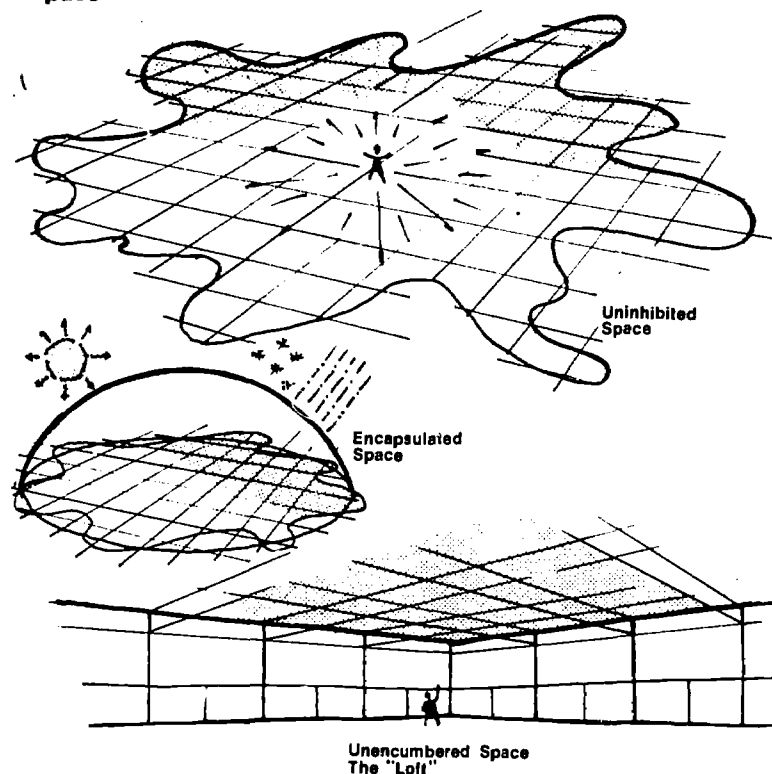
## HOW TO DEVELOP SPACE TO BE MANAGED

The easiest space to manipulate, of course, is the totally unencumbered space. This idea, however, quickly becomes inhibited as soon as we try to encapsulate the space to serve the necessities of human habitation of providing *shelter, comfort and services*.

This, we soon realize, is but a minor restriction as we recognize that most of our needs for space are in the horizontal plane and that vertically, we can get by with relatively modest heights.

If we try to visualize a tractable "universal" space, one within which we can freely set up and stage our micro-environments, we quickly come upon one of the

### Space

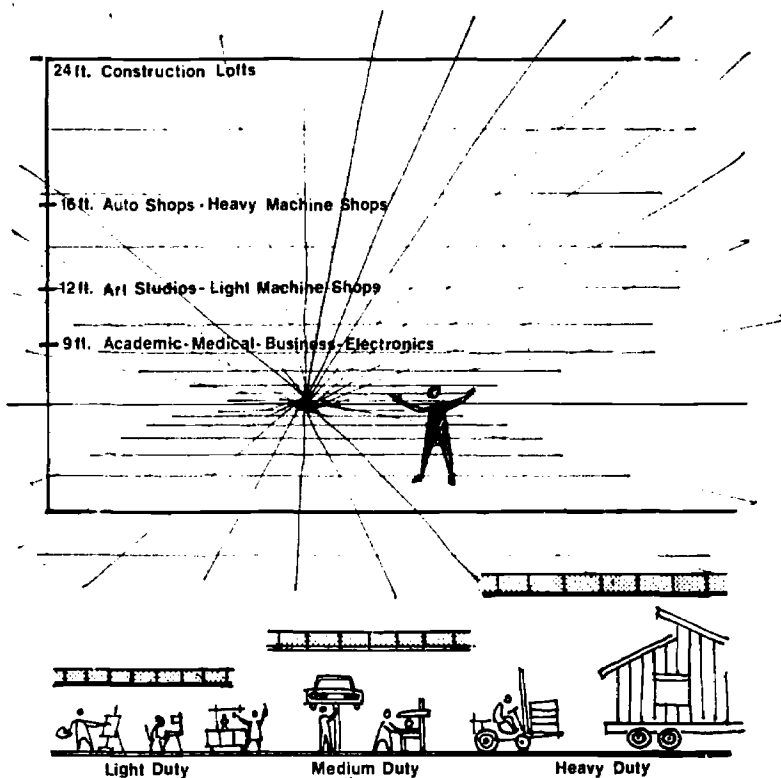


simplest forms of enclosed space, and that is the *loft*. Lofts can be as small as a single room or as large as an astrodome. For our purposes, we will think of them as omni-directional in the horizontal plane and limited vertically by functional and economic exigencies.

Horizontally, assuming we have a large enough site, the spread of space is limited only by the fire safety laws which specify the allowable travel distance from the deepest point within the interior to the nearest exit. Vertically, we can stack these lofts as many times as we wish until, again, we reach the limits allowed for fire safety.

Technically, enclosing such space is very simple if we work within a relatively short spanned, repeatable

#### Loft Heights



module. However, if we seek very large spaces, we will need to resort to more structural techniques such as space frame structures, lamella arches or other sophisticated devices. A relatively recent newcomer to the enclosing scene is the air-supported structure, an economical and relatively simple plastic structure anchored to the earth at its perimeter and inflated by air pressure. Another, similar enclosure is a plastic fabric tent hung from an external aluminum tubing. Both of these devices represent early stages of their evolution and hold promise for the near future.

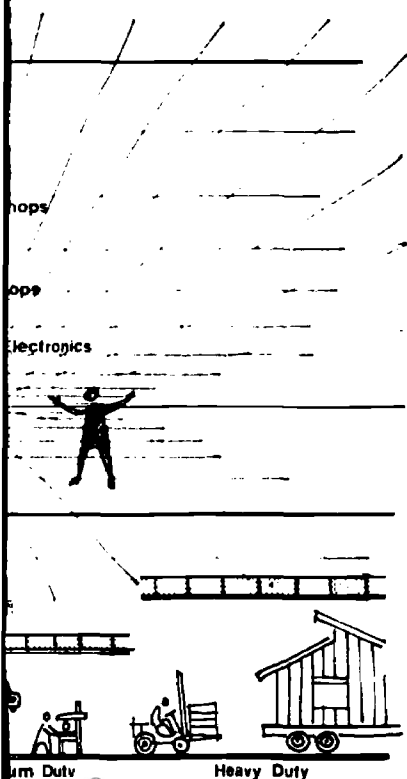
Once we have enclosed the space, we must attend to the creature comforts of those whom we are sheltering. These must be supplied to them without destroying the "universal" quality of the space. Lighting, ventilation, heating and cooling must be distributed horizontally to all points within the space. These are necessities that come as a sequence and must be integrated with the structure. (This approach is the subject of a separate section in this document.) If the lofts are stacked, vertical circulation systems must be introduced and this must be done in a way that at least disturbs the "universal space."

We should be aware in planning loft space that natural ventilation is available only in the areas immediately adjacent to the perimeter of the structure. Areas within the center must rely on mechanical ventilation. Even with this ventilation, core areas tend to become uncomfortable during the summer months. The least that must be done is to provide cooling at the core. This is a partial answer. Sealing of the core area to keep conditioned air negates the idea of a "universal" space. Therefore, a condition of the loft must be that it be a fully air-conditioned space.

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module. However, if we seek very large, column-free spaces, we will need to resort to more complex structural techniques such as space frames, cable structures, lamella arches or other sophisticated devices. A relatively recent newcomer on the space enclosing scene is the air-supported structure. It is an economical and relatively simple plastic cover, anchored to the earth at its perimeter and supported by air pressure. Another, similar enclosure is the plastic fabric tent hung from an external frame of aluminum tubing. Both of these devices are in the early stages of their evolution and hold great promise for the near future.

Once we have enclosed the space, we need to attend to the creature comforts of those whom we are sheltering. These must be supplied to the structure without destroying the "universal" quality of the space. Lighting, ventilation, heating and cooling must be distributed horizontally to all points of the loft. These are necessities that come as a set of systems to be integrated with the structure. (The systems approach is the subject of a separate section of this document.) If the lofts are stacked, vertical linkage of the horizontal distribution systems must be introduced and this must be done in a manner which least disturbs the "universal space."

We should be aware in planning loft spaces that natural ventilation is available only in the areas immediately adjacent to the perimeter of the structure. Areas within the center must depend on mechanical ventilation. Even with this ventilation, the core areas tend to become uncomfortably warm during the summer months. The least that can be done is to provide cooling at the core. This is but a partial answer. Sealing of the core area to contain the conditioned air negates the idea of a "malleable" loft space. Therefore, a condition of the loft concept is that it be a fully air-conditioned space. The exceptions

would be such areas as auto shops and construction shops which are large, open rooms with oversized doors which can be opened to allow cooling breezes to blow across the interiors.

Next, we must consider the service functions of energy distribution, communications and waste disposal. These, too, are systems to be integrated with the structure. However, unlike the "comfort service," their universal distribution is not necessarily a foregone conclusion. It would be ideal if one could afford such a total system. This would mean that one could tap the service system at any point, instantly, to accommodate any potential need. Reason tells us that we do not need full capability from the service system at all points at all times. The system would be oversized.

A more judicious approach is to concentrate the service functions at focal points within the structure and distribute branch lines to points of demand as needed. These service foci would have the capacity to handle anticipated peak loads for each service area.

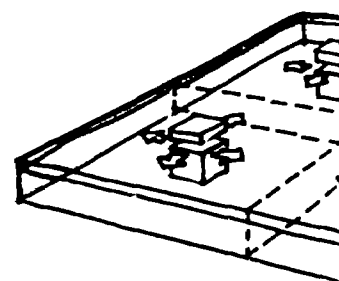
The size of each service area would be determined by how far the distribution branches can reach before becoming cumbersome to use and by the capacities of the branch lines.

Placement of these focal points becomes a planning function. They could be located at intervals along the periphery or at points within the interior of the structure.

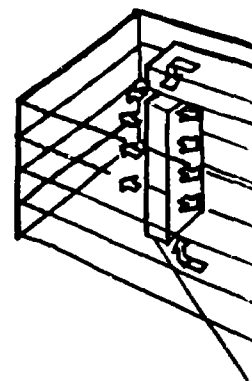
Other hard elements of plan are stairs, toilets and elevators. These can be packaged together and located as free-standing elements outside the shell of the loft or treated as islands, placed at strategic points within the interior.

Note that the emphasis here has been to preserve the "universal" character of the interior space. All services are concentrated in the skin, i.e., the floor, ceiling or

## Lofts With Internal Service



Single Story Loft



Multi-Story Stacked Lofts

Service

wall or in free-standing island within the structure. All other

It is conceivable that all anticipated activities could take place within a single structure. Efficient uses of this space would involve housing a collection of learning environments with varying ceiling height requirements. Portions of the program mix might be placed in the sections with low ceiling heights and other portions in the excessive volumes. (One possibility on a sloping site—let the stepped topography create the height differential.) A more efficient use would be to provide two or more small spaces with different heights. Space managers then

## Lofts With Internal Service Cores

Areas as auto shops and construction are large, open rooms with oversized windows that can be opened to allow cooling breezes into the interiors.

Consider the service functions of ventilation, communications and waste removal, too, are systems to be integrated into the structure. However, unlike the "comfort" systems, universal distribution is not necessarily a goal. It would be ideal if one could have a total system. This would mean that one service system at any point, instantly, to meet any potential need. Reason tells us that a system with full capability from the service system is possible all times. The system would be

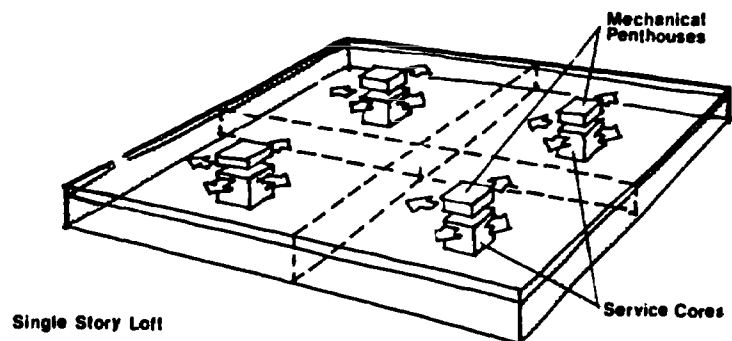
Our approach is to concentrate the services at focal points within the structure and use branch lines to points of demand as service foci would have the capacity to handle peak loads for each service area.

Each service area would be determined by the distribution branches can reach before becoming cumbersome to use and by the capacities of the lines.

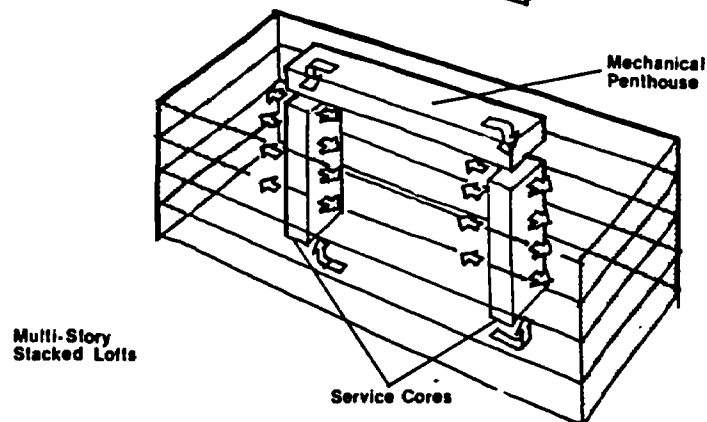
These focal points becomes a planning problem could be located at intervals along the perimeter of the points within the interior of the

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Single Story Loft

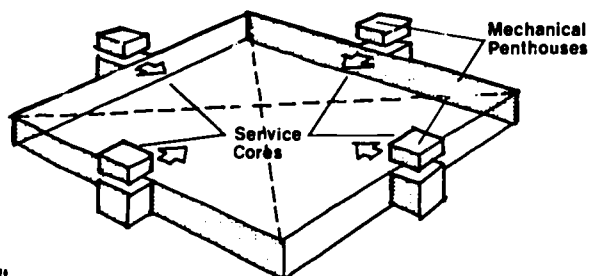


Multi-Story Stacked Lofts

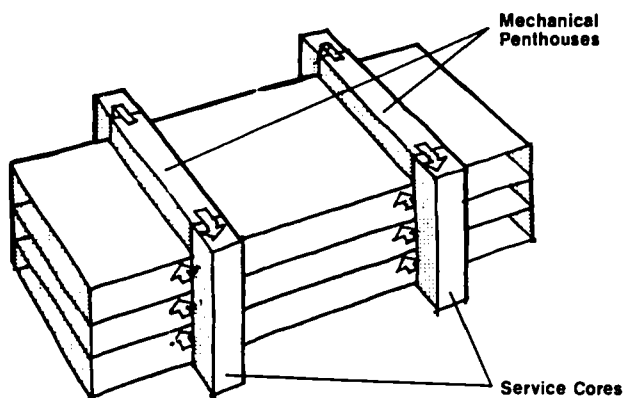
wall or in free-standing islands spaced outside or within the structure. All other space is unencumbered.

It is conceivable that all anticipated learning functions could take place within a single loft space. The efficient uses of this space would depend on it housing a collection of learning functions with similar ceiling height requirements. Otherwise, if some portions of the program mix need higher ceilings, then the sections with low ceiling needs end up with excessive volumes. (One possibility is a single loft on a sloping site—let the stepped floor provide the height differential.) A more efficient approach would be to provide two or more smaller lofts of different heights. Space managers then have an option of

## Lofts With External Service Cores



Single Story Loft



Multi-Story Stacked Lofts

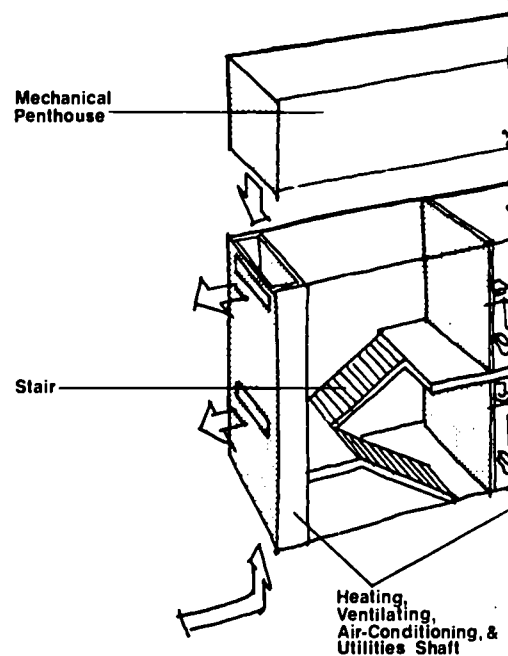
tailoring functions and structure more effectively.

In addition to ceiling heights, there is the consideration of the light duty versus the heavy duty aspects of the facility. There is no need to provide the rugged construction and service one expects in an industrial setting in an office environment. Separate lofts would have separate characteristics.

Clean and dirty as well as quiet and noisy functions need separation. These can be dealt with by compartmentation of a single loft. However, separate lofts may offer even better separation.

Direct or indirect access to spaces within the loft are other criteria to consider. Certain learning functions

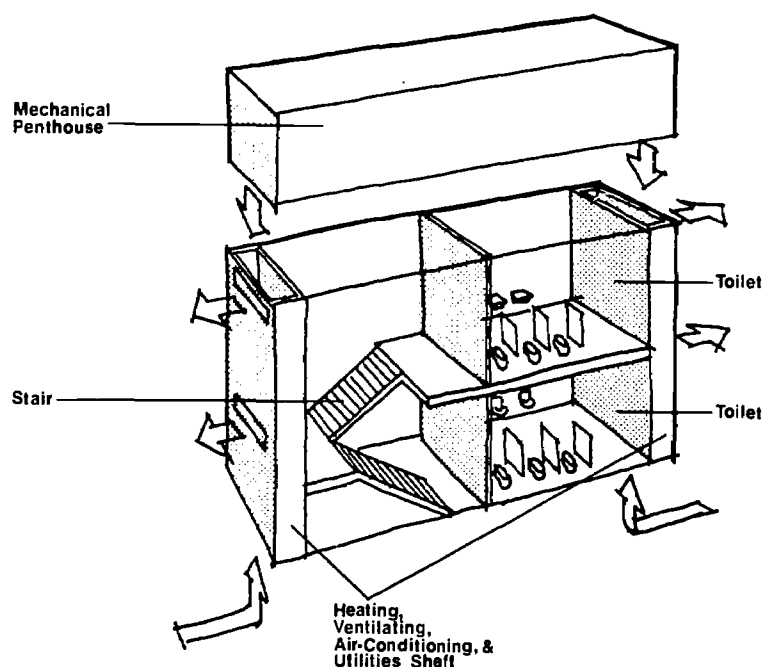
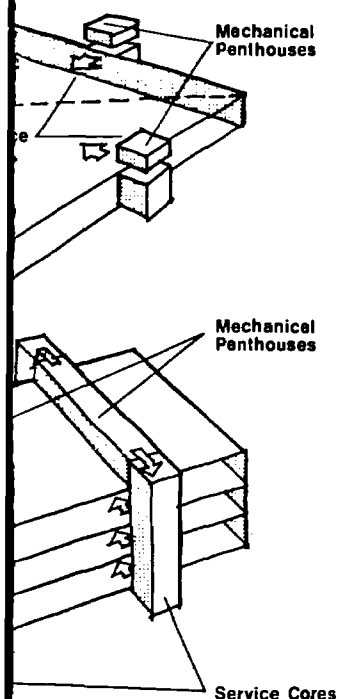
## Typical Two Story Service Core



require direct and easy access to the large openings for material handling entrances and for the removal of bulk projects are frequent program requirements. Small lofts offer more perimeter than a large loft, thus presenting more options for openings.

Lofts can be paired or clustered in various combinations. Frequently, it is possible to create spaces between for outdoor or indoor amenities which enhance and humanize the environment.

### Typical Two Story Service Core



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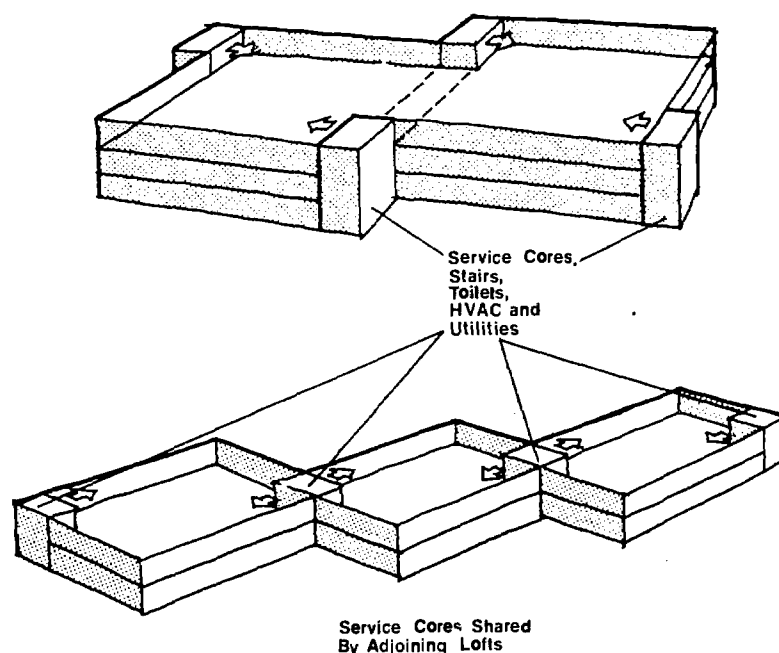
aces within the loft are  
ain learning functions

require direct and easy access to the out-of-doors. Large openings for material handling, vehicle entrances and for the removal of bulky, completed projects are frequent program requirements. Several small lofts offer more perimeter than a single large loft, thus presenting more options for access openings.

Lofts can be paired or clustered in many combinations. Frequently, it is possible to utilize the spaces between for outdoor or indoor courts and other amenities which enhance and humanize the environment.



## Multi-Story Interlocking Lofts



## HOW TO MANIPULATE AND CONTROL SPACE AND TIME

Given this "universal" space, how do we shape it to achieve our educational and human objectives?

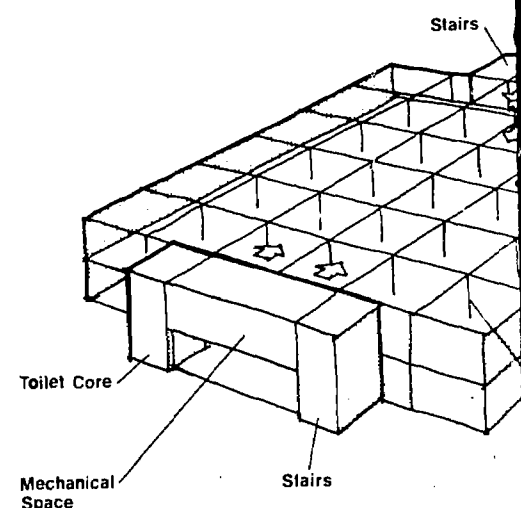
### *Space Allocation—Territorial and Time Definitions*

Allocating space by number to be accommodated

- individual
- companions—two persons
- social group—three or more
- community—tens or twenties
- society—hundreds

Allocating space by the "elbow room" needed to accomplish the learning tasks.

## Two-Story Loft With External Service



Allocation of space by character of the task—noisy, clean—dirty, light duty—heavy duty.

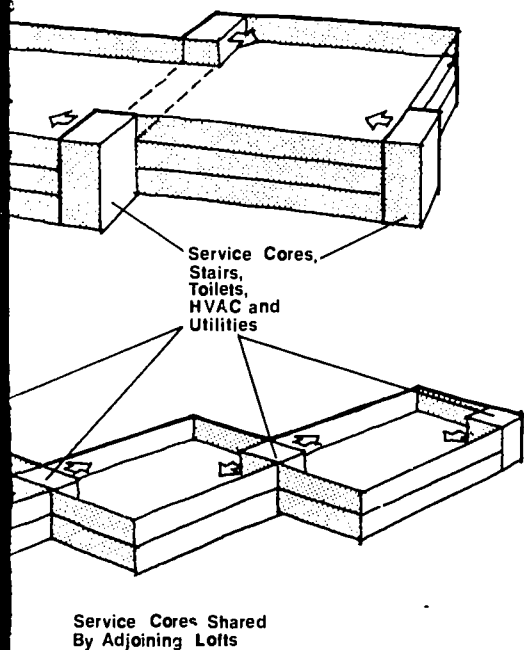
Allocation of space by services available for the task.

Allocating the same space in different ways (conventional scheduling of space and time where a variety of classes use the same space on a fractional time basis).

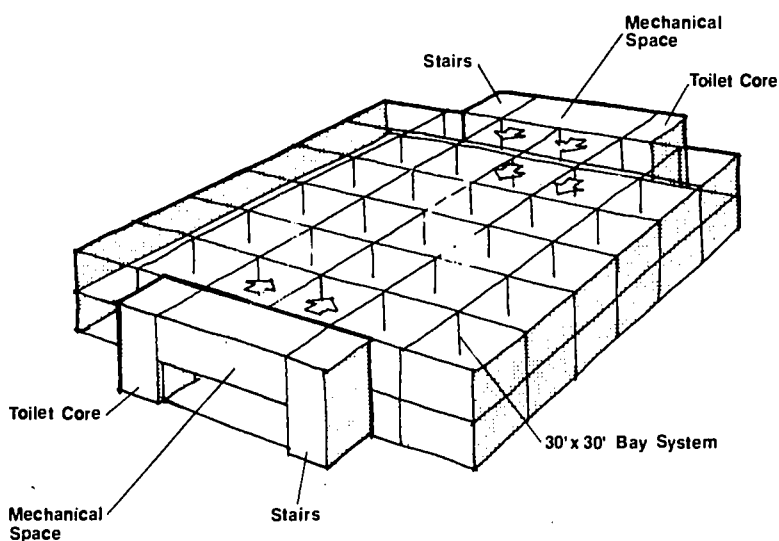
Allocation of a single space for a single task (scheduling on the basis of students or two courses and working continuous blocks of time until project is finished).

Multi-use space (with its good and bad connotations—set up and take down).

## Working Lofts



## Two-Story Loft With External Service Cores



Michigan Bell Telephone  
Management Training Center

## SPACE AND CONTROL

...al" space, how do we shape it to  
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*Territorial and Time Definitions*  
...y number to be accommodated

...o persons  
...ree or more  
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...y the "elbow room" needed to  
...rn...ks.

Allocation of space by character of the task; quiet—noisy, clean—dirty, light duty—heavy duty.

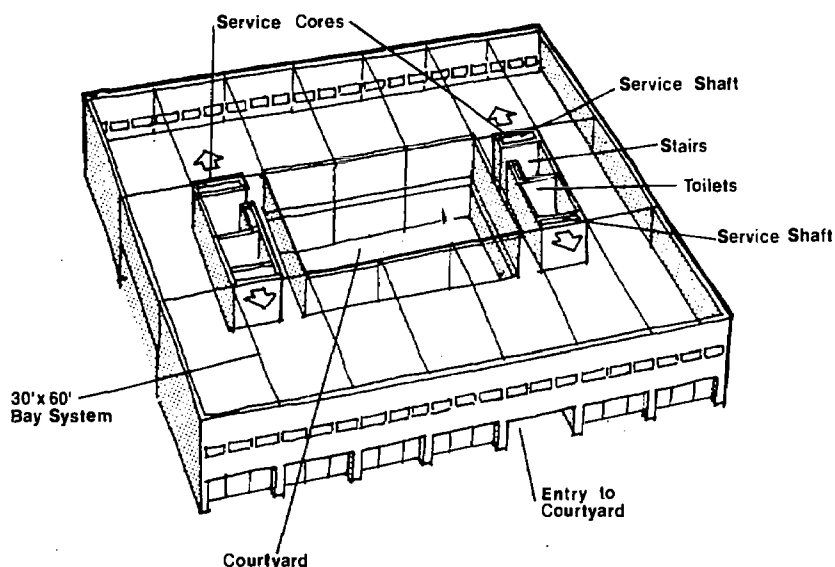
Allocation of space by services available to execute the task.

Allocating the same space in different time frames (conventional scheduling of space and equipment where a variety of classes use the same room set ups on a fractional time basis).

Allocation of a single space for a single project (scheduling on the basis of students taking only one or two courses and working continuously in large blocks of time until project is finished).

Multi-use space (with its good and bad connotations—set up and take down at beginning and

## Two-Story Loft With Internal Service Cores



DeVries Institute of Technology  
Phoenix, Arizona

end of class time).

Fixed, one-purpose type space (spaces so unique in character that only one use can be made of it)  
—greenhouses.

## WHAT ARE THE MEANS OF SPACE MANIPULATION

Within our universal space, we can now assume any number of spatial roles. We can create clusters of small rooms, large rooms or no rooms at all. The means for shaping spaces are a series of devices already available in the marketplace.

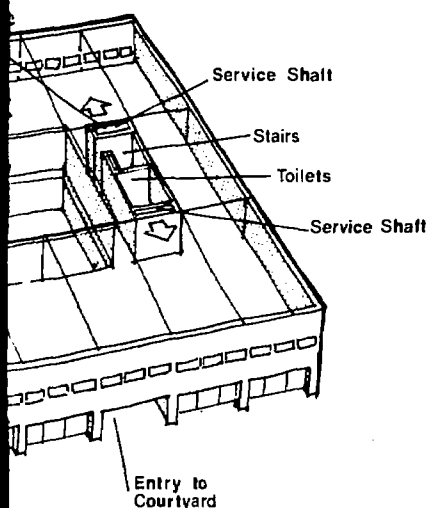
*Compartmentation* can be accomplished through the use of sound-deadening, demountable walls and sliding panels. Spaces can also be separated from one

another with overhead, roll-up, slatted open mesh gates. In certain cases, we expected that an installation will remain an extended period of time, conventional materials such as light masonry block construction may be considered as temporary partitioning. Such materials, used in several alterations, can often be cheap and expensive, sophisticated system recycling number of time. (There will be a temporary created as these changes are made; the process is quick and the mess will only temporary inconvenience.) Lightweight the necessary impact and abrasion required in shop environments.

The use of demountable partition systems that the loft structure be developed on a basis to receive the wall panels. (This has generally been accepted as being the option for incremental room sizing.)

Recently, there has been the development of laying out our work stations within large offices called "office landscape." It is organizing a series of work alcoves in the device of low partition panels (5' to 6' high). These panels are self-supporting, hinged at vertical edges, and can be shaped into combinations of spaces. Elements of space as desks, cabinetry and shelving are attached by clip-on devices to the panels. These flexible combinations are laid out to follow the flow through the offices. The office landscape is a particularly effective approach to shaping work stations within a large, open space and can be highly adaptable to the educational environment. Its most appropriate application seen in carpeted, light duty, academic, business, etc., areas.

## Service Cores



DeVries Institute of Technology  
Phoenix, Arizona

another with overhead, roll-up, slatted walls or roll-up open mesh gates. In certain cases, where it is expected that an installation will remain in place for an extended period of time, conventional, throw away materials such as light masonry block or drywall construction may be considered as temporary partitioning. Such materials, used in the course of several alterations, can often be cheaper than an expensive, sophisticated system recycled an equal number of times. (There will be a temporary mess created as these changes are made; however, the process is quick and the mess will only be a temporary inconvenience.) Lightweight masonry has the necessary impact and abrasion resistant qualities needed in shop environments.

The use of demountable partition systems implies that the loft structure be developed on a modular basis to receive the wall panels. (The 5' x 5' grid has generally been accepted as being the most suitable option for incremental room sizing.)

Recently, there has been the development of a method of laying out work stations within large commercial offices called "office landscape." It is a way of organizing a series of work alcoves into clusters by the device of low partition panels (5' to 7' in height). These panels are self-supporting, hinged at the vertical edges, and can be shaped into free-form combinations of spaces. Elements of furniture such as desks, cabinetry and shelving are attached by clip-on devices to the panels. These flexible combinations are laid out to follow the work flow through the offices. The office landscape concept is a particularly effective approach to shaping work stations within a large, open space and promises to be highly adaptable to the educational environment. Its most appropriate application seems to be in the carpeted, light duty, academic, business, medical, etc., areas.

space (spaces so unique in  
can be made of it)

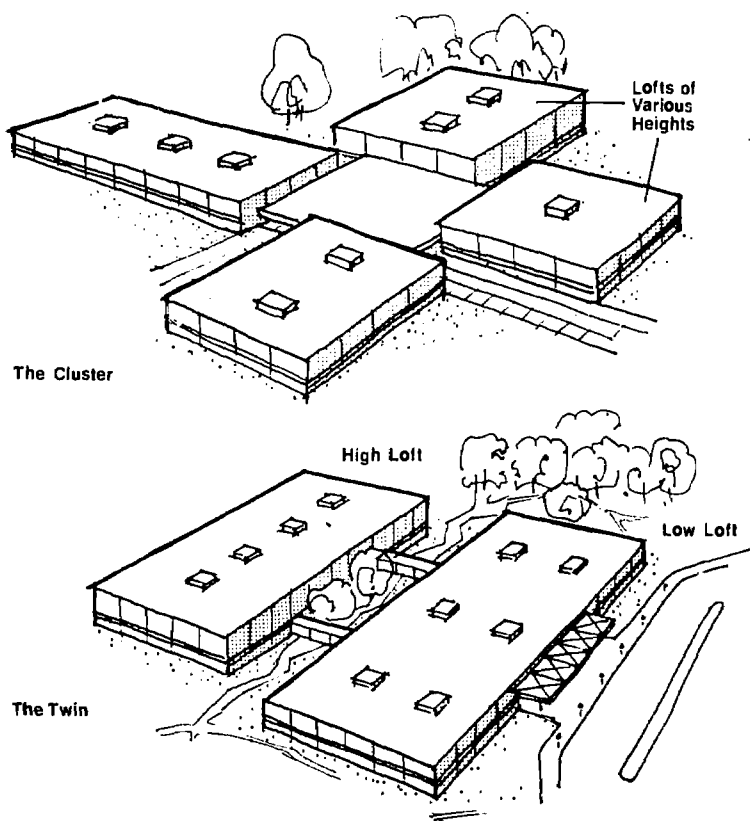
## SPACE MANIPULATION

we can now assume any  
can create clusters of  
no rooms at all. The  
are a series of devices  
workspace.

accomplished through the  
demountable walls and  
also be separated from one

Variations of the above-mentioned short, self-supporting panel systems can be developed for use in the medium duty areas to visually screen areas and supply wall surfaces for chalkboard, tackboard and shelving.

### Combinations: One-Story Lofts



*Floor surfaces* in the loft space are important. Carpeting can be laid over the concrete floor if appropriate. Note the comment, "Care must be taken not to impose a system where it might inhibit the inherent flexibility of certain tasks. Learning can be a concern for the carpet.

Resilient tile, the old standby, still works in areas where easily mopped surfaces are needed.

Specialized flooring (computer room tile) is a flexible means of handling spaces and underfloor cable spaces. It should be noted for it is an expensive system to install.

Construction sheds may not need all except in peripheral areas. Dirt is a measure of flexibility in teaching and floor surface. It is highly appropriate for masonry, mixing, pouring and testing, digging and laying trenches, backfilling.

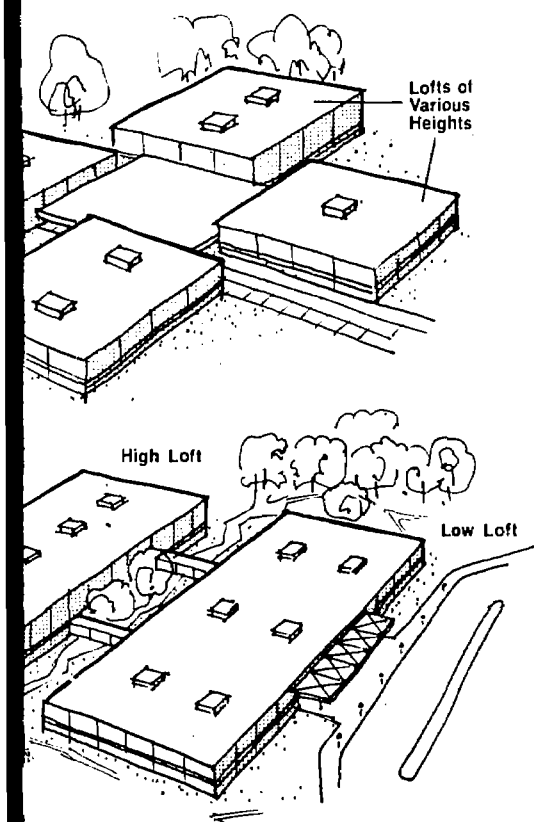
*Ceilings* may, in many cases, be an exposed structure. Acoustical treatment can be acquired through the use of cementitious roof decking. Exposed ceiling structures in laboratories, galleries, classrooms and offer natural places for clamp-on lighting. Special displays, accent light spaces and "mood" lighting.

In many areas, of course, it will be necessary to provide finished, acoustical ceiling to define the character and quality of environment.

*Lighting* would be treated as a basic need, supplying the need for good, overall illumination. Supplemental lighting which can be a plug-in variety mentioned earlier, can be introduced at any point in the loft environment, much like stage lighting, a potent device which is too little used.

above-mentioned short,  
panel systems can be developed for  
in duty areas to visually screen areas  
surfaces for chalkboard, tackboard

### One-Story Lofts



*Floor surfaces* in the loft space are basically concrete. Carpeting can be laid over the concrete, where appropriate. Note the comment, "where appropriate." Care must be taken not to impose carpeting into areas where it might inhibit the inherently messy execution of certain tasks. Learning can be constricted by concern for the carpet.

Resilient tile, the old standby, still is appropriate for areas where easily mopped surfaces are desired.

Specialized flooring (computer room flooring) is a very flexible means of handling spaces needing large underfloor cable spaces. It should be used judiciously for it is an expensive system to install.

Construction sheds may not need concrete floors at all except in peripheral areas. Dirt floors offer a measure of flexibility in teaching not found in another floor surface. It is highly appropriate for laying masonry, mixing, pouring and testing concrete, digging and laying trenches, backfilling, etc.

*Ceilings* may, in many cases, be allowed to show exposed structure. Acoustical treatment can be acquired through the use of cement bonded fibrous roof decking. Exposed ceiling structure in art laboratories, galleries, classrooms and elsewhere, offer natural places for clamp-on lighting to highlight special displays, accent light spaces and create "mood" lighting.

In many areas, of course, it will be appropriate to provide finished, acoustical ceilings, depending upon the character and quality of environment desired.

*Lighting* would be treated as a basic overall system, supplying the need for good, overall seeing capability. Supplemental lighting which can be of the clamp-on, plug-in variety mentioned earlier, can be readily introduced at any point in the loft to shape visual environment, much like stage lighting. It is a potent device which is too little used. It offers a

means to break up the visually bland and tiresome effect of overall uniform lighting.

*Communication* would consist of a basic, overall announcing system, supplemented by a ceiling, plug-in, pole-mounted, relocatable power and communications source which can be placed almost anywhere in the room. This device is now on the market. It furnishes a telephone, a PA speaker, as well as power plugs.

## THINGS MANAGEMENT

Career preparation emphasizes the “do” side of education as against the “read about it” side—it is a hands-on operation.

Educative artifacts, tools, excitors, are an integral part of career preparation and must be managed along with the spaces in which learning takes place.

It is the process whereby things are collected, the process started, set in motion, maintained, finally completed, dismantled and cleared away for the next event.

What does one do with the things currently not on line and being used? Where and how are these things to be stored? Traditionally, things are put away out of site until called forth for use again. This promotes the hazard of being “out of sight and out of mind.” Things stored have a habit of waiting to be used until such time as they become “dodo’s” and end up being abandoned. This is a static and expensive thing to have happen.

The solution is storage which advertises the potential of the things being stored, thus inviting their use. What is needed is a light, portable, service system which can be easily moved to dispensing points. Granted, a certain measure of “dumb” storage is necessary to act as a kind of attic. However, attics have a habit of being repositories of useless things.